



Washington State
Department of Transportation

August 2008



Washington State Department of Transportation’s Commitment to Small Business

**The Washington
State Department of
Transportation (WSDOT)
works to see that all
businesses, especially
small businesses, have
full and fair access
to its contracting and
purchasing opportunities.**

This publication is intended to reaffirm our commitment to small business and to provide you information and resources on how to do business with WSDOT and the State of Washington.

Americans with Disabilities Act (ADA) Information

Materials can be provided in alternative formats: large print, Braille, cassette tape, or on computer disk for people with disabilities by calling the Office of Equal Opportunity (OEO) at (360) 705-7097. Persons who are deaf or hard of hearing may contact OEO through the Washington Relay Service at 7-1-1.

Title VI Statement to Public

WSDOT ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding WSDOT’s Title VI Program, you may contact the Department’s Title VI Coordinator at (360) 705-7098.

Focus on Small Business

In January 2007, Gov. Gregoire published “The Next Washington”, a business plan for 2007 through 2017. In this plan the Governor noted more effort is needed to make government accessible and effective for small business. In recognition of Gov. Gregoire’s focus on small businesses, WSDOT is committed to ensuring all small businesses are afforded equal opportunities and assistance.

Supplier Diversity Directive

The Governor’s “Supplier Diversity Directive” states that state agencies benefit by working with a diverse pool of private contractors. The Governor also believes in fair and competitive access to all contracting opportunities and recognized we are not doing enough to promote these principles. As a result state agency directors are working with the Office of Minority and Women’s Business Enterprises (OMWBE) to designate leaders within each agency, track the progress and implement practical solutions to increase the utilization of Minority and Women’s Business Enterprises (M/WBE).

WSDOT submitted an updated Supplier Diversity Plan to OMWBE in May 2008, which outlines the steps and responsibilities we will take on to increase participation of these underrepresented businesses.

Veteran Business Enterprises (VBE)

Recently, the Washington State Legislature took steps to recognize the unique sacrifices made by veterans of military service and the challenges that they may face upon return from active military duty.

To qualify as a VBE, the business must be at least 51 percent owned and controlled by a veteran (as defined in Washington State law) or by an active or reserve member in any branch of the U.S. armed forces. VBE programs are administered by the Washington State Department of Veteran’s Affairs, and include maintaining a Veteran/Service Member Owned Business Registry, and verification and certification of veteran-owned business status in conjunction with the U.S. Department of Veterans Affairs.

Washington State and WSDOT are both committed to engaging VBEs in our purchasing and contracting processes. For more information contact the Washington State Department of Veterans Affairs at www.dva.wa.gov.

Disadvantaged Business Enterprises

WSDOT administers the United States Department of Transportation (USDOT) Disadvantaged Business Enterprise (DBE) Program. The purpose of the DBE program is to ensure a level playing field and foster equal opportunity for firms owned and operated by individuals who are both socially and economically disadvantaged. WSDOT sets goals for DBEs which represents the percentage of dollars expected to be awarded to those firms. One of the primary distinctions between the state and federal programs is that state funded projects contain voluntary goals while federally funded projects require prime contractors to meet the DBE goal (or show sufficient good faith efforts to meet the goal) in order to be considered for contract award. For more information visit www.wsdot.wa.gov/equalopportunity.

DBE Support Services

DBE Support Services is a federally funded program designed to help those DBEs wishing to bid on WSDOT highway projects. Support services are available only to DBEs who are certified in the highway construction industry.

WSDOT’s DBE Support Services program offers the following services:

- Pre-qualification and certification assistance
- Technical assistance in the areas of:
 - Estimating and bidding
 - Record keeping
 - Business management and financial accounting
- Obtaining bonding and financial assistance

- Assistance in obtaining short term loans
- Enrollment in a business development program
- Enrollment in business related courses
- Access to highway plans and specifications
- Follow-up services

For more information please visit the OMWBE Web site at www.omwbe.wa.gov.

Roadmap to Doing Business with WSDOT

WSDOT assures all small businesses have an equal opportunity to participate in programs and activities funded in whole or in part by both the USDOT and WSDOT.

WSDOT is committed to taking affirmative action steps that ensure equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation.

For contact information on any of the areas listed below, please see contact insert sheet.

Goods and Services

WSDOT is comprised of Headquarters, six regions, ferries, and urban corridors. Purchases for goods and services are decentralized within each locale. Visit www.wsdot.wa.gov/biz/purchasing for a list of WSDOT purchasing offices.

Many of WSDOT’s goods and services are purchased from contracts negotiated and administered by the Department of



General Administration (GA). A complete list of all state contracts managed by GA is available at their Web site at www.ga.wa.gov/purchase.

Washington’s Electronic Business Solution (WEBS)

GA administers Washington’s Electronic Business Solution (WEBS). WEBS is an electronic supplier registration database that allows businesses to register and showcase their products and services to all state agencies and political subdivisions.

You will only receive notifications for bid opportunities if you are registered in WEBS. You may register your business for free by contacting GA at www.ga.wa.gov/webs.

Automotive Goods and Services

WSDOT purchases items for vehicle and heavy equipment maintenance and repair. More information can be found at www.wsdot.wa.gov/biz/equipment.

Contract Ad and Awards

WSDOT awards contracts for highway construction. Information on upcoming projects is available on the Highway Construction Projects Web site at www.wsdot.wa.gov/biz/contaa/.

Small Works Roster

Under Washington State law, WSDOT is authorized to utilize a small works roster for projects costing less than \$200,000. In order to participate, contractors must first pre-qualify with WSDOT and be placed on the small works roster. The department is working to increase the number of businesses on the small works roster and we encourage you to explore this possibility. For more information visit www.wsdot.wa.gov/BIZ/contaa/SWRoster/DEFAULT.HTM.



Consultant Services

WSDOT awards architecture, engineering and other professional service contracts. To be placed on the on-call roster, or for more information visit www.wsdot.wa.gov/Consulting/.

WSDOT established a New Products Committee to review and approve products used for highway construction and/or maintenance. You may register your product for evaluation by the New Products Committee.

WSDOT maintains a Qualified Products List (QPL) of approved products for use on road, bridge, and municipal construction contracts.

WSDOT also purchases services for bridge or roadway inspections.

Information Technology

WSDOT awards contracts for Information Technology (IT) products and services. The Department of Information Services purchases most IT products and services for state agencies, including WSDOT.

Fraud & Abuse Hotline

Fraud is harmful to prime and sub contractors, state agencies, and tax payers, therefore WSDOT is committed to identifying, investigating, and eliminating fraud. Examples may include: contract fraud, kickbacks, wrongful claims, unapproved substitutions of DBEs or failure to follow contract procedures such as sharing of equipment or employees. For reporting potential fraud and/or abuse in the DBE program, please contact the OEO at: www.wsdot.wa.gov/EqualOpportunity/ReportFraudandAbuse.htm fraudhotline@wsdot.wa.gov 1-877-856-3770



OMWBE

OMWBE offers the following training to all firms:

- Certification: benefits and process
- Selling to the state
- Marketing strategies for small businesses
- Starting or buying a small business
- Using WSDOT’s Web site to access opportunities

Certification Assistance

WSDOT’s Office of Equal Opportunity (OEO) works with OMWBE to provide certification for eligible firms wishing to participate on projects and procurements as a DBE (federally funded) and MBE or WBE (state funded).

Linked Deposit Program

The Linked Deposit Program is a financial assistance program available to certified minority, women or veteran owned businesses. Under this program, certified businesses are eligible to receive an interest rate of up to two percent off a commercial loan. The loan must be no more than \$1 million with a term of 10 years or less. For more information, see the OMWBE web site at <http://www.omwbe.wa.gov/financing/ldpl/index.shtml>.

Office of Equal Opportunity (OEO) Disadvantaged, Minority, and Women’s Business Enterprises
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